

**FIRE PREVENTION OFFICER
STUDY GUIDE**

A written examination for the class of **FIRE PREVENTION OFFICER** to be administered in **ST. TAMMANY F.P.D. #1** on **APRIL 25, 2016**, will consist of approximately **100** multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
FIRE INSPECTION PROCEDURES Knowledge of the processes and procedures necessary to conduct fire inspections, including pre-inspection research and planning.	8.0%
FIRE CODES Knowledge of fire codes, of the legal authority under which the duties of code enforcement are performed, and of liabilities incurred as a result of this authority.	13.0%
FIRE HAZARDS Knowledge of the factors which constitute ordinary or special fire hazards, including materials, conditions, or negligence which may contribute to the start of a fire, or increase the extent or severity of a fire incident.	11.0%
FIRE INVESTIGATION Knowledge of fire investigation procedures involving restricting access to the fire scene; conducting interviews regarding circumstances that may have been noted before or during the fire; identifying the heat source; making sketches and diagrams of the interior and exterior of the fire showing building features, extent of fire, smoke and flame patterns, location of evidence and other pertinent information, notes pertaining to the items on the diagram, including measurements and the importance of this information; and acting as a liaison with law enforcement or other arson investigation agencies.	9.0%
FIRE CHEMISTRY Knowledge of the chemistry of fire, including ignition temperatures and properties of flammable and combustible materials, flame and smoke spread, and products of combustion.	8.0%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>BUILDING CONSTRUCTION</p> <p>Knowledge of building construction in order to verify conformance to fire safety codes and to identify any possible fire hazards, including the calculation of occupant loads.</p>	8.0%
<p>FIRE RECORDS, REPORTS, & CORRESPONDENCE</p> <p>Knowledge of effective records maintenance practices, including preparation, content, control, format, and retention, and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective format for reports or official correspondence.</p>	9.0%
<p>FIRE PROTECTION AND WATER SUPPLY SYSTEMS</p> <p>Knowledge of sprinklers and standpipe systems, water supply systems, portable fire extinguishers, and fire alarm devices and systems, including evaluation of the operational readiness of the systems, proper installation and location of system components and devices, and maintenance of systems.</p>	8.0%
<p>PUBLIC FIRE EDUCATION</p> <p>Knowledge of the principles of public fire education needed to inform the public about fire safety during the performance of regular fire prevention duties.</p>	11.0%
<p>PUBLIC RELATIONS</p> <p>Knowledge of accepted public relations practices in order to interact with other agencies, and the media, and with the public in various situations including code enforcement, or public fire education activities, and fire prevention activities.</p>	9.0%
<p>MANAGEMENT</p> <p>Knowledge of principles of management involving planning and organizing departmental operations having to do with personnel, and managing equipment, property, and supplies used in the fire prevention division, including inspecting and testing equipment, ordering supplies, and maintaining inventory of supplies and equipment.</p>	7.0%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

Fire Inspection and Code Enforcement, 6th ed., 1998.
Essentials of Firefighting and Fire Department Operations, 5th ed., 2008.
Fire and Life Safety Educator, 2nd ed., 1997.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

FIRE PROTECTION HANDBOOK, NFPA, 19th ed., 2003.

: NFPA, 2006 edition.

NFPA INSPECTION MANUAL, NFPA, 7th ed., 1994.

BUILDING CONSTRUCTION FOR THE FIRE SERVICE, NFPA, Brannigan, Francis L., 4th ed., 2008.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.